

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040034-6

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDP - 95	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
LETTER OF INSTRUCTIONS							
3. FUNCTIONAL AREA		PERSONNEL	LOGISTICS	TRAINING	SECURITY	ADMIN. GENERAL	
		MEDICAL		FINANCE		OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
4		Annual			1 Field 1 Headquarters		
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		YES IF YES GIVE ADP PROCESSING NO.			FE		
		X NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Line Supervisors							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
							\$15,000.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$15,000.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
To insure employees are fully aware of his duties and to provide management information as to allocation of personnel resources to specific goals.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS	
X CHANGE						1,250 \$7,500.00	
DISCONTINUE							
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040034-6					